Approved For Release 2003/12/22 : CIA-RDP78R05317A0003000300030003RD-1510-76 VACANCY NOTICE

AGENCY-WIDE

 OFFICE	0F	RESEARCH	AND	DEVELOPMENT	
		DDS&T			_

Secretary Steno COMPONENT/LOCATION Contracts Staff/ORD - 632 Ames Building JOB DESCRIPTION: Serves as senior secretarial member of the Contracts Staff/ORD. The complement of this professional staff is consisting of a Senior Secretary, 65-07; Secretary-Steno, 65-06; Contracting Officers; an Auditor; Industrial Security Officer and Security Assistant. This staff works as a team in contracting with industry for ORD's technical requirements. Responsibilities include overall office management and procedures, supervision of secretarial personnel, document flow and control, maintenance of contractual/administrative files, coding of contracts for input to computer system, taking dictation, typing contracts and related documents. Also assists in the administration and control of Government property. QUALIFICATIONS: 1. Candidate should have passed Agency shorthand and typing tests. 2. Must be able to work efficiently under pressure. 3. Availability to work some overtime when necessary. 4. Initiative in identifying work that needs to be done and doing it. DEADLINE FOR NOMINATIONS: Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position. 10 APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT SOFFICE. VACANCY NOTICE BOOKS ARE ALSO AVAILABLE IN THE COLLATERAL READING ROOM, 1 H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOM 2322 AUGE BUILDING Office. Support Branch/MS/ORD Approved For Release 2003/12/22: CIA-RPD FAMPS AUGMOND 300934009340	FIOCITION TYPE		
Contracts Staff/ORD - 632 Ames Building JOB DESCRIPTION: Serves as senior secretarial member of the Contracts Staff/ORD. The complement of this professional staff is consisting of a Senior Secretary, 65-07; Contracting Officers; an Auditor; Industrial Security Officer and Security Assistant. This staff works as a team in contracting with industry for ORD's technical requirements. Responsibilities include overall office management and procedures, supervision of secretarial personnel, document flow and control, maintenance of contractual/administrative files, coding of contracts for input to computer system, taking dictation, typing contracts and related documents. Also assists in the administration and control of Government property. QUALIFICATIONS: 1. Candidate should have passed Agency shorthand and typing tests. 2. Must be able to work efficiently under pressure. 3. Availability to work some overtime when necessary. 4. Initiative in identifying work that needs to be done and doing it. DEADLINE FOR NOMINATIONS: Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position. TO APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT SOFFICE. VACANCY NOTICE BOOKS ARE ALSO AVAILABLE IN THE COLLATERAL READING ROOH, I H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOP 222 AUGUS AUGUS AND AVAILABLE IN THE COLLATERAL READING ROOH, I H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOP 222 AUGUS AUGUS AND AVAILABLE IN THE COLLATERAL READING ROOH, I H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOP 222 AUGUS AUGUS AND AVAILABLE IN THE COLLATERAL READING ROOH, I H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOP 222 AUGUS AUGUS AND AVAILABLE IN THE COLLATERAL READING ROOH, I H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOP 222 AUGUS AUGUS AUGUS AND ROOP 222 AUGUS	POSITION TITLE Secretary Steno		
JOB DESCRIPTION: Serves as senior secretarial member of the Contracts Staff/ORD. The complement of this professional staff is consisting of a Senior Secretary, GS-07; Consisting of a Senior Secretary, GS-07; Constanting Officer and Security Officer and Security Assistant. This staff works as a team in contracting with industry for ORD's technical requirements. Responsibilities include overall office management and procedures, supervision of secretarial personnel, document flow and control, maintenance of contractual/administrative files, coding of contracts for input to computer system, taking dictation, typing contracts and related documents. Also assists in the administration and control of Government property. QUALIFICATIONS: 1. Candidate should have passed Agency shorthand and typing tests. 2. Must be able to work efficiently under pressure. 3. Availability to work some overtime when necessary. 4. Initiative in identifying work that needs to be done and doing it. DEADLINE FOR NOMINATIONS: Accompanied by Official Personnel Folder and current biographic profile Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position. TO APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT SOFFICE. VACANCY NOTICE BOOK ARE ALSO AVAILABLE IN THE COLLATERAL READING PROOF, I H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOM 222 AUGUST READING PROOF. Signed Office Support Branch/MS/ORD	COMPONENT/LOCATION		<u>·</u>
JOB DESCRIPTION: Serves as senior secretarial member of the Contracts Staff/ORD. The complement of this professional staff is consisting of a Senior Secretary, GS-07; Consisting of a Senior Secretary, GS-07; Constanting Officer and Security Officer and Security Assistant. This staff works as a team in contracting with industry for ORD's technical requirements. Responsibilities include overall office management and procedures, supervision of secretarial personnel, document flow and control, maintenance of contractual/administrative files, coding of contracts for input to computer system, taking dictation, typing contracts and related documents. Also assists in the administration and control of Government property. QUALIFICATIONS: 1. Candidate should have passed Agency shorthand and typing tests. 2. Must be able to work efficiently under pressure. 3. Availability to work some overtime when necessary. 4. Initiative in identifying work that needs to be done and doing it. DEADLINE FOR NOMINATIONS: Accompanied by Official Personnel Folder and current biographic profile Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position. TO APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT SOFFICE. VACANCY NOTICE BOOK ARE ALSO AVAILABLE IN THE COLLATERAL READING PROOF, I H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOM 222 AUGUST READING PROOF. Signed Office Support Branch/MS/ORD	Contracts Staff/ORD - 632 Ames Building		
Consisting of a Senior Secretary, 63-07; Secretary-Steno, GS-06; Contracting Officers, an Auditor; Industrial Security Officer and Security Assistant. This staff works as a team in contracting with industry for ORD's technical requirements. Responsibilities include overall office management and procedures, supervision of secretarial personnel, document flow and control, maintenance of contractual/administrative files, coding of contracts for input to computer system, taking dictation, typing contracts and related documents. Also assists in the administration and control of Government property. QUALIFICATIONS: 1. Candidate should have passed Agency shorthand and typing tests. 2. Must be able to work efficiently under pressure. 3. Availability to work some overtime when necessary. 4. Initiative in identifying work that needs to be done and doing it. DEADLINE FOR NOMINATIONS: Accompanied by Official Personnel Folder and current biographic profile Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position. TO APPLY: SEE INSTRUCTIONIS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT S OFFICE. VACANCY NOTICE BOOKS ARE ALSO AVAILABLE IN THE COLLATERAL READING ROOM, 1 H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOM Signed Office Support Branch/MS/ORD Approved For Release 2003/12/22: CIA-RDP **ROOS*3*TALOOQ30033*QOO3a40. Approved For Release 2003/12/22: CIA-RDP **ROOS**TALOOQ30033*QOO3a40. Office Support Branch/MS/ORD Approved For Release 2003/12/22: CIA-RDP **ROOS**TALOOQ30033*QOO3a40. STATUTE OF THE TOTAL TRANSPORTS AND ROOM. Approved For Release 2003/12/22: CIA-RDP **ROOS**TALOOQ30033*QOO3a40. Approved For Release 2003/12/22: CIA-RDP **ROOS**TALOOQ30033*QOO3a40. Office Support Branch/MS/ORD Approved For Release 2003/12/22: CIA-RDP **ROOS**TALOOQ3003*COO**CALOOQ3003*COO**CALOOQ3003*COO**CALOOQ3003*COO**CALOOQ3003*COO**CALOOQ3003*COO**CALOOQ3003*COO**CALOOQ3003*COO**CALOOQ3003*COO**CALOOQ3003*COO**CALOOQ3003*COO**CALOOQ300			
1. Candidate should have passed Agency shorthand and typing tests. 2. Must be able to work efficiently under pressure. 3. Availability to work some overtime when necessary. 4. Initiative in identifying work that needs to be done and doing it. DEADLINE FOR NOMINATIONS: Accompanied by Official Personnel Folder and current biographic profile Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position. TO APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT SOFFICE. VACANCY NOTICE BOOKS ARE ALSO AVAILABLE IN THE COLLATERAL READING ROOM, IN 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOM 222 AND DULLD IN Signed Office Support Branch/MS/ORD Approved For Release 2003/12/22: CIA-RDP7888831FR000300030003000300 Approved For Release 2003/12/22: CIA-RDP7888831FR000300030003000300 Approved For Release 2003/12/22: CIA-RDP7888831FR000300030003000300 Approved For Release 2003/12/22: CIA-RDP7888831FR00030003000300030003000300030003000300	Secretary-Steno, GS-06; Contracting Officers; an Auditor; Officer and Security Assistant. This staff works as a team in a industry for ORD's technical requirements. Responsibilities in management and procedures, supervision of secretarial personnel control, maintenance of contractual/administrative files, coding input to computer system, taking dictation, typing contracts and	cary, GS-07; Industrial Security contracting with clude overall office, document flow and g of contracts for trelated documents.	•
1. Candidate should have passed Agency shorthand and typing tests. 2. Must be able to work efficiently under pressure. 3. Availability to work some overtime when necessary. 4. Initiative in identifying work that needs to be done and doing it. DEADLINE FOR NOMINATIONS: Accompanied by Official Personnel Folder and current biographic profile Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position. TO APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT SOFFICE. VACANCY NOTICE BOOKS ARE ALSO AVAILABLE IN THE COLLATERAL READING ROOM, IN 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOM 222 AND DULLDING. Signed Office Support Branch/MS/ORD Approved For Release 2003/12/22: CIA-RDP/78/ROS3/FR00030083@00@dQ Date 16 July 1976		•	
1. Candidate should have passed Agency shorthand and typing tests. 2. Must be able to work efficiently under pressure. 3. Availability to work some overtime when necessary. 4. Initiative in identifying work that needs to be done and doing it. DEADLINE FOR NOMINATIONS: Accompanied by Official Personnel Folder and current biographic profile Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position. TO APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT SOFFICE. VACANCY NOTICE BOOKS ARE ALSO AVAILABLE IN THE COLLATERAL READING ROOM, IN 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOM 222 AND DULLD IN Signed Office Support Branch/MS/ORD Approved For Release 2003/12/22: CIA-RDP7880831FR00030083008acc Date 16 July 1976			
1. Candidate should have passed Agency shorthand and typing tests. 2. Must be able to work efficiently under pressure. 3. Availability to work some overtime when necessary. 4. Initiative in identifying work that needs to be done and doing it. DEADLINE FOR NOMINATIONS: Accompanied by Official Personnel Folder and current biographic profile Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position. TO APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT SOFFICE. VACANCY NOTICE BOOKS ARE ALSO AVAILABLE IN THE COLLATERAL READING ROOM, IN 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOM 222 AND DULLD IN Signed Office Support Branch/MS/ORD Approved For Release 2003/12/22: CIA-RDP7880831FR00030083008acc Date 16 July 1976			
2. Must be able to work efficiently under pressure. 3. Availability to work some overtime when necessary. 4. Initiative in identifying work that needs to be done and doing it. DEADLINE FOR NOMINATIONS: Accompanied by Official Personnel Folder and current biographic profile Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position. TO APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT SOFFICE. VACANCY NOTICE BOOKS ARE ALSO AVAILABLE IN THE COLLATERAL READING ROOM, 1 H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOM 2222 AUGUS DULLDING Signed Office Support Branch/MS/ORD Approved For Release 2003/12/22: CIA-RDP/FROS3/17/A000300030003000360	QUALIFICATIONS:		
Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position. TO APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT SOFFICE. VACANCY NOTICE BOOKS ARE ALSO AVAILABLE IN THE COLLATERAL READING ROCH, I H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOM 222 AND DOTE BUTLETING Signed Office Support Branch/MS/ORD Approved For Release 2003/12/22: CIA-RDP78R05317A000300030003000860 Date 16 July 1976	 Must be able to work efficiently under pressure. Availability to work some overtime when necessary. 	•	•
Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position. TO APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT SOFFICE. VACANCY NOTICE BOOKS ARE ALSO AVAILABLE IN THE COLLATERAL READING ROGH, I H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOM 222 AMER BUILDING Signed Office Support Branch/MS/ORD Approved For Release 2003/12/22: CIA-RDP78003317400030003000300030003000300030003000300			
Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position. TO APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT SOFFICE. VACANCY NOTICE BOOKS ARE ALSO AVAILABLE IN THE COLLATERAL READING ROGM, I H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOM 222 AMES BUILDING Signed Office Support Branch/MS/ORD Approved For Release 2003/12/22: CIA-RDP78R033/17/A000300038009868 Date 16 July 1976			
Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position. TO APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT SOFFICE. VACANCY NOTICE BOOKS ARE ALSO AVAILABLE IN THE COLLATERAL READING ROGH, 1 H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOM SOFFICE. Support Branch/MS/ORD Signed Office Support Branch/MS/ORD Approved For Release 2003/12/22: CIA-RDP/MR053/17/M0003000300030003605 Date 16 July 1976		72 - 2 - 3 - B	
Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position. TO APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT S OFFICE. VACANCY NOTICE BOOKS ARE ALSO AVAILABLE IN THE COLLATERAL READING ROGH, 1 H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOM 222 AMES BUTTONICS Signed Office Support Branch/MS/ORD Approved For Release 2003/12/22: CIA-RDP/890053/17/A000300636063605 Date 16 July 1976	at July 1976 Accompanied by Of Folder and curren	ficial^Personnel t biographic profile	e
SignedOfficeSupport_Branch/MS/ORDApproved For Release 2003/12/22 : CIA-RDP7870053174000300636063608STA	Applicants at lower grades (but not more than two grades bel vacancy) will be considered for this position. TO APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR POFFICE. VACANCY NOTICE BOOKS ARE ALSO AVAILABLE IN THE COLL	ow the grade of this ERSONNEL OR SUPPORT	S
Office Support Branch/MS/ORD Approved For Release 2003/12/22 : CIA-RDP78905317400030063606360 ST/			
Approved For Release 2003/12/22 : CIA-RDP787005314740000300636006360 ST/	A A A A A A A A A A A A A A A A A A A	nort Branch/MS/OPD	
16 July 1976	Approved For Release 2003/12/22 : CIA-RDP78P053 17 A00003	0003000360	 CI
		16 July 1976	3 1/